

**EXECUTIVE SUMMARY**

**KING UNIVERSITY**  
**COVID-19 OPERATIONS AND POLICY**  
**DOCUMENT**

The Executive Summary of the King University COVID-19 Operations and Policy Document presents the critical elements of the school's processes and guidelines for operating its campuses through the COVID-19 pandemic as allowed by local, state, and federal authorities. Full details of procedures and policies are contained in the COVID-19 Operations and Policy Document made available to King University employees and students.

The King University COVID-19 Response Team, faculty, staff, and students work together to maintain the health and safety of King's campus communities and to provide on-campus educational experiences as permissible. King's COVID-19 Operations and Policy Document outlines the standards to maintain safe campus communities by mitigating the spread of COVID-19. The policies and protocols in the COVID-19 Operations and Policy Document are developed with guidance from local healthcare leaders and in compliance with the Tennessee Department of Health, local and regional health departments, Centers for Disease Control (CDC), and the Occupational Safety and Health Administration (OSHA).

**Five essential practices:**

There are five essential practices for members of the King community to observe and follow. These practices serve as the foundation of the COVID-19 Operations and Policy Document.

1. At all times, seek to maintain at least a six-foot distance from others, preferably more, and avoid physical contact with others, including handshakes and fist bumps.
2. Practice frequent and proper handwashing and always observe hygiene etiquette for coughing and sneezing.
3. Wear a mask or face covering as specified by King University's current mask policy.
4. Practice frequent surface cleaning, including high-touch items like phones, keyboards, keys, and eyeglasses.
5. Remain at home or in residence hall rooms when not feeling well and choose to work or attend class remotely.

**Significant factors influencing transmission risk:**

Three factors influence the transmission risk of COVID-19. University community members should be mindful of these factors at all time and act accordingly to help reduce transmission.

1. **Density** – More people in a space increase the likelihood of viral load. Whenever possible, keep classroom and office doors and windows open to facilitate air circulation, but do not turn on fans circulating internal air only.
2. **Duration** – The length of time spent in the presence of others impacts the chance of spread. Where possible, reduce the length of interactions with other persons or groups.
3. **Distance** – Droplets and aerosols created through talking, and especially through coughing and sneezing, can travel several feet through the air. As much as possible, spread out workstations, desks, and seating with a minimum of six feet between persons; wear masks or face coverings in the presence of others; and cover coughs and sneezes with a tissue.

**Hygiene and other best practices:**

In addition to the five essential practices, the following are various practices to be followed by those present on any King University campus.

- Washing hands with soap and water for at least 20 seconds, especially after coughing, sneezing, and touching multiple surfaces
- Staying at least six feet (approximately two arms' length) from other people, which is especially important for those who are at higher risk of becoming ill
- Wearing a mask or face covering without exhalation valves when in the presence of others, as appropriate and according to the King University Mask Policy.
- Cleaning and disinfecting frequently-touched surfaces daily, including tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks
- Being alert for symptoms and watching for fever, cough, sore throat, shortness of breath, loss of taste and smell, or other symptoms of COVID-19
- Taking one's temperature daily, but not taking a temperature within 30 minutes of exercising or after taking medications that could lower a temperature, such as acetaminophen (Tylenol)
- Following CDC guidance if symptoms develop

**Daily screening:**

Self-monitoring will be expected of all students and employees by daily monitoring for symptoms and fever, reporting if any are present, and not reporting to work or the classroom if indicated. Students and employees are advised to stay home or in their residence hall rooms if any symptoms of COVID-19 are experienced. Student athletes and coaches will be screened according to guidelines in The King University Athletics Safe Start Plan.

Students and employees are informed of self-screening questions to answer to assess whether they should attend classes, on-campus activities, or work. Those answering 'yes' to any of these questions should not enter any campus facilities come to work, or attend classes. In this event, employees should contact their supervisors. Students should contact their personal physician, the local health department, instructors, success specialists, coaches, and athletic trainers as applicable.

Visitors will also be screened using the self-screening questions. If a visitor answers 'yes' to any of these questions, the visitor should reschedule the appointment after 14 days and once symptom free.

**Facilities sanitization:**

Increased cleaning of campus spaces will occur according to Tennessee Department of Health and CDC guidance. Routine services will be augmented with additional cleaning and disinfection activities in all buildings. There will be frequent cleaning of spaces with higher occupancy levels and work activity.

**Masks or face coverings:**

In addition to social distancing, staying home when ill, and engaging in enhanced hygiene practices, and wearing a mask or face covering without exhalation valves as appropriate can

assist in reducing community disease transmission. A mask or face covering can protect other people in case the person wearing the mask or face covering is infected, and can also reduce the wearer's exposure to infective particles. Wearing a mask or face covering is especially important when social distancing measures are difficult to maintain. Mask wearing is also beneficial for people who are at increased risk for serious illness from COVID-19 and those whose household members are at increased risk for serious illness from COVID-19. Full details are provided to members of the University community in the Mask and Face Covering Policy and the Mask and Face Covering Types document.

**Personal Protective Equipment (PPE):**

King University has established guidelines to address the use of PPE in select University science and nursing laboratories and other support areas. The guidelines are designed to ensure that PPE use and maintenance meet established safety standards. In most instances, the minimum level of PPE consists of face coverings, gloves, and eye protection. Full details are provided to members of the University community in the Personal Protective Equipment (PPE) Guidelines.

**Testing, diagnosis, contact tracing, isolation, and quarantine:**

King University will follow established policies and protocols regarding COVID-19 testing. Because of the complexity of testing, King will adhere to guidance from local, regional, and state health officials as well as relevant governmental agencies. King does not conduct onsite laboratory-administered tests for COVID-19.

King will also follow established policies and protocols to respond to COVID-19 positive cases among employees and students. These policies and protocols address diagnosis, contact tracing, isolation, and quarantine, as well as criteria for returning to work or class. These processes are based on guidance from local and regional health departments, the Tennessee Department of Health, and CDC.

**Other University functions and areas:**

The King University COVID-19 Operations and Policy Document contains details regarding the policies and procedures for several key functions and areas such as academic operations, residence life, dining and food services, student activities, counseling services, meetings, large events, travel, COVID-19 training and education, immunizations, and COVID-19 related communications. King University has operated as a closed Point of Dispensing (POD) for the COVID-19 vaccine in partnership with local public health officials. Vaccinations are administered to the King community in accordance with the state plan and national phases of vaccination priority. Details are provided about camera technology installed in classrooms to facilitate class attendance for those who experience COVID-19 symptoms or are identified as a close contact to a positive case.

**Athletic operations:**

All policies and protocols regarding athletic operations are based on recommendations, guidelines, and best practices provided by the Tennessee Department of Health, Sullivan County Regional Health Department, CDC, NCAA Sports Sciences Institute, Conference Carolinas, and the National Athletic Trainers Association, and are outlined in the King University Athletics Safe Start Plan. The Athletics Safe Start Plan has been written to comply with the King University COVID-19 Operations and Policy Document and does not supersede this master document.